

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-172    **Issue Date:** 09-06-16    **Closing Date:** 09-19-16

**Office Manager**  
**YN Cultural Resources**  
**Department of Natural Resources**  
**Hourly Wage: \$18.58/Regular/Full-Time**

The Office Manager is responsible for providing oversight on administrative clerical work with the Cultural Resources Program, working with the bookkeeper and providing oversight to administrative staff. This position assists the Cultural Resources Program Manager on administrative duties. The Office Manager ensures that administrative duties have been completed by administrative staff, performs necessary duties to complete those tasks, and may delegate tasks of administrative staff. Office Manager may be requested to assist the Program Manager in the preparation of sensitive documents, administrative reports, and personnel documents.

**Knowledge, Skills and Abilities:**

- Ability to maintain a log for all outgoing and incoming mail.
- Knowledge of Yakama culture and traditions.
- Knowledge of the Yakama Nation tribal government.
- Ability to work with other tribal programs outside agencies and maintain a good working relationship with these entities.
- Ability to work unsupervised when the Manager is not available.
- Skills include operation and care of all office equipment such as a computer, typewriter, calculator, copies, fax machine, recording and transcribing equipment, various cameras and video equipment.
- Skill in written and verbal communication.

**General Recruiting Indicators:**

- Must possess a high school diploma or GED. Requires at least 3 years of work experience equivalent to position.

**Special Requirements:**

- Knowledge of or ability to learn Ichishkiin (Yakama Language) as well as Yakama culture and traditions.
- Required to complete JD Edwards training with probationary period of the first six months of employment.
- Required to continue training in cultural awareness.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver license with the ability to obtain a tribal drivers permit.
- Yakama enrolled preference.